



Minutes - APPROVED

Public Records Board

August 29, 2022; 1:00 PM
Virtual Meeting via Teams

Board Members Present: Paul Ferguson, James Friedman, Julie Landrie, Abbie Norderhaug, Erin Scharlau, and Melissa Schmidt

Board Members Excused: Staci Hoffman

- 1) **Call to Order:** 1:02 PM. Board Chair, Paul Ferguson, called the meeting to order.
- 2) **Approval of June 13, 2022, Minutes:** James Friedman moved, seconded by Julie Landrie, that the June 13, 2022, minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

3) Committee Reports

a. **Records Management Committee**

- i. **Review of Records Retention Disposition Authorizations (RDAs) on the Third Quarter Public Records Board (PRB) Records Series Index:** Committee Chair, Paul Ferguson, reported that the Committee met on July 26, 2022. He noted that there were no significant issues raised at the Committee meeting and referred everyone to the responses listed.

Paul reviewed the RDA extension requests submitted by UW Madison.

Paul Ferguson moved, seconded by Julie Landrie, that the UW Madison extension requests be approved. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Paul then opened a discussion of the remainder of the index by Board members. Board members asked questions about specific submissions, which were discussed and answered by agency representatives in attendance when possible.

Paul Ferguson moved, seconded by James Friedman, that the remaining RDAs on the index be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Julie Landrie		X	
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

b. Operations and Training Advisory Committee (OTAC):

- i. **Update on the process of determining the committee's next project:** The Committee Chair, Julie Landrie, reported the Committee met on July 19, 2022. The meeting included a report from Bill LaMay, Records Management Section Chief, and a review of the approval of FAC00082 and FAC0082A at the previous Board meeting. Their next step in determining the Committee's upcoming projects is to create a survey to send to Records Officers and Records Custodians throughout the State to discern their current needs and challenges. There was a brief discussion by Board members about the survey and expected timelines.

- 4) **Adjourn:** Paul Ferguson moved, seconded by James Friedman, that the meeting be adjourned. The motion was approved. Meeting adjourned at 1:46 PM.

Member	Aye	No	Abstain
James Friedman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Next scheduled meeting: November 21, 2022.